

Report Date: 24 Jun 2013

**Summary Report for Individual Task
805C-42A-4051
Manage Demobilization Procedures
Status: Approved**

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DESTRUCTION NOTICE: None

Condition: You are the Senior HR Sergeant in an Active Component (AC)/Reserve Component (RC) unit that is scheduled to redeploy in 30 days. You are required to ensure that all personnel readiness matters are current and Soldiers are prepared for demobilization. You have access to AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Processing), DA Pamphlet 600-72 (Army Manpower Mobilization), and Army G-1 Personnel Policy Guidance (PPG) (www.armyg1.army.mil/militarypersonnel/ppg.asp). You also have Soldiers' personnel, finance, and medical records available. This task should not be trained in MOPP.

Standard: Develop an HR support plan to accomplish demobilization processing procedures for 100% of all supported personnel that includes, at a minimum, reception, records processing, medical examinations, counseling, logistics, final pay and transportation.

Special Condition: None

Special Standards: None

Special Equipment:

Safety Level: Low

MOPP: Never

Task Statements

Cue: Your unit is scheduled to redeploy and you must develop and implement plans for demobilization of RC Soldiers.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Establish a plan to accomplish demobilization procedures.
 - a. Plan administrative and personnel demobilization requirements.
 - b. Ensure adequate manpower is available to perform separation tasks.
 - c. Ensure appropriate agencies participating in demobilization are available.
 - d. Ensure demobilization procedures are accomplished within five days.
2. Establish initial receiving procedures for incoming Soldiers.
 - a. Meet incoming Soldiers upon their arrival to the separation center.
 - b. Assign incoming Soldiers to the separation center for command and control purposes.
 - c. Orient incoming Soldiers to the separation center layout.
 - d. Inform incoming Soldiers of the sequence of events that will take place at the separation center.
 - e. Ensure adequate military personnel are available to accomplish initial receiving procedures.
3. Initiate the records processing of Soldiers.
 - a. Determine what needs to be accomplished to close Soldiers' active duty records.
 - b. Prepare active duty records for reserve service or use in validating veterans' benefits, as appropriate.
 - c. Ensure adequate military or civilian personnel are available to accomplish records processing procedures.
4. Ensure medical examinations are completed.
 - a. Ensure medical authorities make a tentative determination of Soldiers' eligibility for discharge or continued services on active duty (AD) or reserve component (RC) assignments.
 - b. Ensure qualified physicians, preferably civilian physicians, complete medical examinations.
5. Ensure reenlistment counselings are conducted.
 - a. Assist Soldiers in making informed decisions on continued Army active duty or reserve component service.
 - b. Ensure selected Soldiers who desire to reenlist meet eligibility requirements.
6. Ensure separation counselings are conducted.
 - a. Ensure Soldiers are briefed on job and career planning, civilian living expenses, civilian job-search activities, benefits of college or vocational school, and veterans' benefits.
 - b. Obtain qualified counselors through appropriate channels to conduct briefings.
7. Ensure clothing and equipment turn-in is accomplished.

- a. Ensure Soldiers are provided uniforms for their trip home.
 - b. Ensure reenlisting Soldiers retain uniform items needed for future AD or RC assignments.
 - c. Ensure adequate military or civilian personnel are available for clothing and equipment turn-in.
8. Conduct final records reviews.
- a. Properly close out personnel and finance records.
 - b. Ensure adequate military or civilian personnel are available for the final records review.
9. Ensure final pay and transportation requirements are met for Soldiers.
- a. Ensure final pay and transportation is authorized to a final destination.
 - b. Ensure adequate military or civilian personnel are available for the final pay and transportation requirements.

(Asterisks indicates a leader performance step.)

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Established a plan to accomplish demobilization procedures.			
2. Established initial receiving procedures for incoming Soldiers.			
3. Initiated the records processing of Soldiers.			
4. Ensured medical examinations were completed.			
5. Ensured reenlistment counselings were conducted.			
6. Ensured separation counselings were conducted.			
7. Ensured clothing and equipment turn-in was accomplished.			
8. Conducted final records reviews.			
9. Ensured final pay and transportation requirements were met for Soldiers.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-101	PERSONNEL PROCESSING (IN-, OUT-, SOLDIER READINESS, MOBILIZATION,	Yes	Yes
	FM 1-0	Human Resources Support	Yes	No
	PAM 600-72	ARMY MANPOWER MOBILIZATION	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel

are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, NBC Protection, FM 3-11.5, CBRN Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Approved
805C-42A-4100	Integrate Legal Support	805C - Adjutant General (Individual)	Reviewed

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL4	Enlisted	MOS: 42A, Skill Level: SL4, Duty Pos: UQJ